

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



DEPARTMENTAL PROMOTIONAL EXAMINATION

For

Manager IV, DMV

This departmental promotional examination is being administered through the Special Examination and Appointment (SEA) Program which uses an alternative examination and selection process for filling specified positions. In addition to candidates competing promotionally, interested incumbents at the Manager IV level and those eligible for lateral transfers are encouraged to apply.

DIVISION : Licensing Operations
POSITION : Manager, Commercial Licensing Policy
LOCATION : Sacramento
SALARY : \$4837- \$5878
FINAL FILING DATE : October 19, 2010

THIS POSITION IS SUBJECT TO EXCEPTION APPROVAL.

All applications must be **received** no later than 5:00 p.m. on the final filing date.

You may fax your application to Alice Schneider at (916) 657-5848 to ensure receipt by 5:00 p.m. on the final filing date. If the application was faxed, you must mail the original application and Statement of Qualifications postmarked no later than the Final Filing Date to the "By mail to:" address listed under the Filing Instructions on this bulletin.

DUTIES/RESPONSIBILITIES

Under the direction of the Manager V of the Commercial Licensing Policy Unit, the incumbent will supervise and review the work of three or four Manager II to IIIs, who perform the duties of policy analysts. The incumbent will ensure assigned staff receives training necessary to accomplish unit goals. The incumbent will analyze new work assignments and delegate to the appropriate analyst with necessary instructions for completing the assignment.

MAJOR DUTIES OF THE POSITION INCLUDE

- Supervise and review the work of three or four Manager II to IIIs, who perform the duties of policy analysts.
- Ensure assigned staff receives training necessary to accomplish unit goals.
- Analyze new work assignments and delegate to the appropriate analyst with necessary instructions for completing the assignment.
- Supervise staff primarily assigned to Occupational Licensing, Organ Donor, Child Support and Motor Voter.
- Serve as the project leader on, or personally handle, the more complex and highly sensitive or visible assignments in commercial driver licensing, occupational licensing and inter-agency programs.
- Interpret for employees the laws and administrative regulations and policies as they relate to the commercial licensing, occupational licensing and inter-agency programs and business practices.
- Evaluate new and existing programs for appropriate action.
- Represent the Department in contacts with other governmental agencies, industry groups and public organizations.
- Represent the section/Department in the development of new policies.
- Oversee the development of complex administrative documents, including but not limited to, legislative analysis, legislative proposals, Feasibility Study Reports, Grant Proposals, Budget Change Proposals, Request for Information and Requests for Proposal.
- Coordinate completion of administrative reports, supply budgets and training budgets for approval by the unit manager.
- Provide program and technical expertise to the unit, section, division and Department regarding commercial driver licensing, occupational licensing and inter-agency program issues.
- Other duties as required.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed, the following position specific qualifications will be evaluated. Only the most qualified candidates will be interviewed based on the screening criteria.

- Program knowledge: Knowledge of the occupational licensing program, inter-agency programs (Organ Donor, Child Support and Motor Voter) and the commercial driver license program.
- Knowledge of and experience with the policy, regulatory and legislative processes.
- Demonstrated decision making ability; and ability to analyze situations accurately and take effective action.
- Well-developed interpersonal skills with a keen awareness of a collaborative working force; ability to develop cooperative working relations with all levels of management and peers-coworkers; and ability to establish and maintain cooperative working relationships with other agencies and regulated industries.
- Effective oral and written communication skills including the ability to communicate with all levels within and outside the Department.
- Strong effective personnel management and leadership skills directing a team responsible for a large, varied workload with critical impact to Department of Motor Vehicles operations and the public. Experience and knowledge of project management methodology.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the Department of Motor Vehicles performing the duties of a class at a level of responsibility equivalent to that obtained in the class of Manager III, Department of Motor Vehicles.

Or II

Two years of experience in the Department of Motor Vehicles performing the duties of a class at a level of responsibility equivalent to that obtained in the class of Manager II, Department of Motor Vehicles.

Or III

Three years of managerial or supervisory experience in work requiring knowledge of the regulations of the State of California governing the registration of motor vehicles, the licensing of drivers or the occupational licensing of automobile dealers, dismantlers, and salespersons. (Experience in California state service applied toward this requirement must include either at least one year in a class with a level of responsibility not less than that of Manager III, Department of Motor Vehicles, or Driver Improvement Manager I; or at least two years of a class with a level of responsibility not less than that of Manager II, Department of Motor Vehicles.)

KNOWLEDGE AND ABILITIES

Knowledge of: Provisions of the California Vehicle Code and related laws and regulations with particular reference to sections relating to the registration and ownership of vehicles and licensing of drivers; organization, functions, policies and procedures of the Department of Motor Vehicles; office management principles, methods and equipment; principles of effective supervision; accepted methods of handling and accounting for money received; the Department's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives; public administration and general management principles, practices, and problems, including those relating to organization, planning, and work control; and State administrative, budget and personnel procedures as they relate to the Department of Motor Vehicles.

Ability to: Analyze situations accurately and take effective action; gather and analyze data; speak effectively; prepare clear and concise reports; establish and maintain friendly and effective working relationships with applicants, licensees, and others contacted in the work; read and write at a level appropriate to the classification; effectively contribute to the Department's Equal Employment Opportunity objectives; and plan, organize and direct the operations and staff of several work units of the Department of Motor Vehicles.

Additional Desirable Qualification: Possession of a valid driver license.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Statement of Qualifications, and/or interview may be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate. Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS:

Interested applicants must submit items 1 AND 2 below by the final filing date (Applicants who fail to submit both items will be eliminated from the examination):

1. A completed Standard State Application (STD. 678), which should include all job titles, employment dates and experience.

2. A Statement of Qualifications

The Statement of Qualifications:

- is a narrative discussion of how the applicant's education, training, experience, knowledge and skills meet the **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA** for the position;
- serves as documentation of the applicant's ability to present information clearly and concisely in writing;
- must be typed; and
- must be no more than two pages in length, with font no smaller than Arial 10 point.

Resumes do not take the place of the Statement of Qualifications.

Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for SEA examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Standard State Application.**

The Standard State Application and Statement of Qualifications must be submitted by the final filing date:

By mail to:
Department of Motor Vehicles
Selection and Certification Unit, Attn: Alice Schneider
Manager IV, Sacramento - Position # 056-8731-003
P.O. Box 932315, MS G-208
Sacramento, CA 94232-3150

OR

In person to:
Department of Motor Vehicles
Human Resources Branch
2570 – 24th Street
1st Floor Lobby – Examination Drop Box
Sacramento, CA 95818

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the Standard State Application. You will be contacted to make specific arrangements.

SELF CERTIFICATION STATEMENT: The signature on your application indicates that you have read, understood, and possess the minimum qualifications required for acceptance into this examination. Any eligibility received through a previous promotional examination process will not be utilized. In order to be considered for this position, you must submit a Standard State Application and a Statement of Qualifications which must be received by the final filing date. Questions regarding the position should be directed to Kathy Kelly at (916) 657-5566. Questions concerning the examination process should be directed to Alice Schneider, Selection Analyst, at (916) 657-6899. California Relay Telephone Service for the deaf or hearing impaired from TDD phone: 1-800-735-2929; from voice phones 1-800-735-2922.

ELIGIBLE LIST INFORMATION

To be successful in the examination, you must obtain a final score of 70.00%. A certification list will not be established as a result of this examination; therefore, candidates will not have the ability to transfer list eligibility to other departments. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

CRIMINAL RECORD CLEARANCE INFORMATION

Some positions, within various divisions of the Department of Motor Vehicles, may be subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Candidates will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.